

## NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

### SECTION 1 - GENERAL INFORMATION

A. Billet Number	0591	B. Billet Title	Nautical Science and Underway Training Officer
C. Grade Requested	O3 - LT	D. Type of Submission	PROPOSED NEW BILLET
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	3 weeks		
F. Duty Type	FIXED SHORE	G. Estimated Length of Assignment	2 years

### SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	USCG Academy OCS/NOAA	B. Street Address	41 Mohegan Ave				
C. City	New London	D. State	Connecticut	E. Country	United States	F. Zip Code	06320
G. Office	+1 (860) 701-6407	x		H. Mobile		I. Fax	+1 (860) 701-6888

### SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name	CDR John Caskey, NOAA	2. Position	School Chief, NCOTC	3. Grade	O5		
4. Email	john.caskey@noaa.gov	5. Office	+1 (860) 701-6630	x		6. Mobile	
B. Reporting Officer (2nd Level Supervisor)							
1. Name	CDR John Caskey, NOAA	2. Position	School Chief, NCOTC	3. Grade	O5		
4. Email	john.caskey@noaa.gov	5. Office	+1 (860) 701-6630	x		6. Mobile	
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name	CDR Kurt Zegowitz, NOAA	2. Position	Chief, Officer Career Management Division	3. Grade	O5		
4. Email	kurt.zegowitz@noaa.gov	5. Office	+1 (301) 713-7748	x		6. Mobile	

### SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

#### A. Organizational Hierarchy - Use common acronyms when possible.

1. Staff or Line Office	OMAO	2. Office, Center, or Lab	CPC		
3. Division	OCMD	4. Branch	NCOTC	5. Section or Team	
B. NOAA Goal/Subgoal		C. Program			
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

## SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

NOAA Corps Officer Training Center is the single accession point for all NOAA Corps Officers. It has the mission of developing individual civilians into competent mariners and commissioned officers. The organization is the primary point of instilling core values and organizational understanding as well as establishing a solid base of maritime skills to build upon in the fleet. The Nautical Science and Underway Training Officer is charged with establishing and maintaining a program that will improve the safety, efficiency, and professionalism of underway operations at NCOTC. They are to ensure NCOTC is in compliance with the policies as per NAO 209-125 and the NOAA Small Boat Standards and Procedures Manual. The Nautical Science and Underway Training Officer will be the POC for underway training courses, improving current courses, and developing new courses as needed. This officers primary duty will be to cultivate the newest junior officers of the NOAA Corps into quality bridge watch standers.

## SECTION 6 - DUTIES AND RESPONSIBILITIES

☐ Property Accountability Officer - Administer and maintain a system of control and accountability for personal property as prescribed in OMAO's Personal Property Policy #1502

☒ Property Custodians - Maintain all accountable personal property within your designated area of responsibility as prescribed in OMAO's Personal Property Policy #1502

### 6A. Description of Duties and Responsibilities

1. Small Boat Maintenance Coordinator - The officer will be responsible for small boat maintenance of NOAA vessels at USCGA, along with working alongside USCG waterfront civilians, enlisted members, and officers to maintain USCG assets as necessary.
2. Underway Scheduler/Training Officer - Prepare a curriculum for BOTC underway training. This includes becoming small boat competent course instructor and preparing/instructing a schedule for all underway operations throughout the 20 week program. Underway platforms will be small boats available at USCGA waterfront, NOAA ships, and possible charter vessels.
3. Underway OOD and Instructor - Sail as OOD and in many cases as a watch instructor during underway periods with BOTC. These periods span from 1 day to 2 weeks and total approximately 30 days of u/w time per class.
4. BOTC Classroom Instructor - Assist with the training of the new accessions in the classroom. Navigation, seamanship, RADAR, ARPA, rules of the road, marine weather, and simulated underway periods are just a few of the classes this officer would be available to assist with.
5. USCG Deck Watch Officer Qualification - Train and qualify as a USCG Deck Watch Officer (equivalent of a NOAA OOD) on both the 65' T-boats and 295' BARQUE EAGLE. This will include additional days u/w training USCG cadets during the year and working with the USCGA professional maritime studies department, expanding the Cooperative Maritime Strategy partnership between NOAA and USCG.
6. Barracks Assistant - Participate in indoctrination week and assist with barracks duties as necessary. This includes becoming an Officer Candidate School (OCS) Duty Officer and standing duty approximately once every two weeks.
7. USCG Certified Instructor - Train and qualify as a USCG Certified Instructor and have the ability to qualify as a Master Training Specialist (MTS). This requires teaching at least 3 full classroom sessions of USCG approved curricula and attendance at the Instructor Development Course. MTS certification requires further class time requirements and attendance at the Course Developer Course.

### 6B. Division of Duties and Responsibilities, Total Must = 100%

Technical  + Operational  + Leading and Managing  + Executive Leadership  = 100%

**SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)****6C. Resources Managed****1. Human**

Does the Officer supervise personnel?

☐ Yes☒ No

Number of personnel supervised

Grades of supervised personnel

Will the Officer lead people, but has no supervisory responsibilities?

☒ Yes☐ No

Number of personnel led

25

Grades of personnel led

O1

**2. Fiscal**

Will the Officer have budget responsibility?

Dollar Amount (K)

**3. Assets** - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

28' Edgewater

Possible RHIBs acquired from NOAA/USCG

**SECTION 7 - LEADERSHIP PREREQUISITES**

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input type="checkbox"/> Decisiveness <input type="checkbox"/> Problem Solving <input type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

**Leadership Prerequisite Comments (Optional)**

Incumbent officer must be professional in appearance, actions, and communications. Solid interpersonal skills are imperative for building relationships with USCGA, waterfront personnel, small boat businesses and vendors. Must be able to channel strategic vision in to concrete plans of action.

## SECTION 8 - OPERATIONAL PREREQUISITES

### A. Marine Prerequisites

- ☒ Officer of the Deck   ☒ Senior Watch Officer   ☐ ECDIS   ☐ Dynamic Positioning   ☐ Boat Deployment   ☐ MedPIC  
☒ Coxswain/OIC   ☐ HAZWOPER   ☐ AUV Deployment   ☐ U/W UAS Deployment   ☐ Buoy/Mooring Qualified  
☐ Trawl Qualified   ☐ Longline Qualified   ☐ Hydro Launch PIC   ☐ Foreign Port Calls

### B. Aviation Prerequisites

- ☐ Co-Pilot   ☐ Pilot   ☐ Aircraft Commander   ☐ Mission Commander   ☐ Instructor Pilot   ☐ Hurricane Qualified  
☐ Alaska/Wilderness Qualified   ☐ Flight Meteorologist   ☐ International Flights   ☐ UAS Pilot

### C. Dive Prerequisites

- ☐ Scientific Diver   ☒ Working Diver   ☐ Advanced Working Diver   ☐ Master Diver   ☐ Dive Master   ☐ Dive Medic  
☐ Unit Diving Supervisor

### D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

Solid watchstanding and small boat capabilities a must. Individual will be the example and have significant weight on the development of the Corps' future OODs.

Coxswain/OIC and SWO not required but preferred.

Working diver also not a requirement but potential for additional inter-agency training with USCGA exists if incumbent is NOAA working diver qualified.

## SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

Familiarity with small boat engineering (engines, electrical, structural) is recommended.

Demonstrated ability to effectively execute tasks assigned with little supervision or guidance.

Completion of NOAA Small Boat Component class is preferred but not required.

## SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

### Leadership Development Comments (Optional)

Extensive development occurs with the exposure to the inner workings of CPC and OMAO financial and contracting requirements. Portions of this individuals time will be focused on developing the future vision of the NOAA Corps. Access to some of NOAA and the Coast Guard's senior leadership allows for extensive personal development as well. Through the day to day interactions with the OCs and cadets the individual continues to develop as a leader and mariner throughout their duration in this billet.

## SECTION 11 - OPERATIONAL DEVELOPMENT

### A. Marine Development

- ☒ Officer of the Deck    ☒ Senior Watch Officer    ☒ ECDIS    ☐ Dynamic Positioning    ☐ Boat Deployment    ☐ MedPIC  
☒ Coxswain/OIC    ☐ HAZWOPER    ☐ AUV Deployment    ☐ U/W UAS Deployment    ☐ Buoy/Mooring Qualified  
☐ Trawl Qualified    ☐ Longline Qualified    ☐ Hydro Launch PIC    ☐ Foreign Port Calls

### B. Aviation Development

- ☐ Co-Pilot    ☐ Pilot    ☐ Aircraft Commander    ☐ Mission Commander    ☐ Instructor Pilot    ☐ Hurricane Qualified  
☐ Alaska/Wilderness Qualified    ☐ Flight Meteorologist    ☐ International Flights    ☐ UAS Pilot

### C. Dive Development

- ☐ Scientific Diver    ☒ Working Diver    ☐ Advanced Working Diver    ☐ Master Diver    ☒ Dive Master    ☐ Dive Medic  
☐ Unit Diving Supervisor

### D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

Continued time underway learning and utilizing USCG standards develops an individual's personal maritime repertoire and provides breadth of knowledge on how our USCG counterparts operate. Extensive use of sail training also expands ones abilities and hones skills that have already been developed. Close personal interaction with multiple instructors also cues continued knowledge acquisition and enhancement of current and potentially latent maritime skills. Opportunity to obtain certifications necessary to test for a merchant mariner license

## SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

This billet has potential for extensive personal development. Individual will have access to some of the cutting edge leadership concepts and training through the Leadership Development Center at the United States Coast Guard Academy. Planning and successful execution of vessel operations, personnel and maintenance of assets will give individual potential for development in small boat operations along with staying competent in bridge watchstanding. This officer will develop the skill of conflict management and resolution. The officer will learn to effectively plan and carry out underway operations at various locations with a diverse audience.

## SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

- Qualification as USCG Deck Watch Officer
- Qualification as USCG OCS Duty Officer
- Qualification as Small Boat Component Instructor
- Ensuring underway operations and training is conducted in accordance with OMAO SBP policy
- Ensure that all graduates of BOTC have been given the tools to be effective commissioned officers and mariners

## SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

### A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature

 CDR NOAA

2. Date

21 July 2014

3. Name CDR John Caskey, NOAA

4. Title/Position School Chief, NCOTC

### B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet"

1. Signature

 CDR NOAA

2. Date

21 July 2014

3. Name CDR John Caskey, NOAA

4. Title/Position School Chief, NCOTC

### C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature

 CDR NOAA

2. Date

22 JUL 2014

3. Name CDR Kurt Zegowitz, NOAA

4. Title/Position Chief, Officer Career Management Division

### D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend approval of this billet."

1. Signature

 CDR NOAA

2. Date

22 JUL 2014

3. Name CDR Kurt Zegowitz, NOAA

4. Title/Position Chief, Officer Career Management Division

### E. Director, NOAA Corps Endorsement

"I am the Director, NOAA Corps and I approve this billet."

1. Signature

 RADM NOAA

2. Date

7/27/14

3. Name RADM David A. Score, NOAA

4. Title/Position Director, NOAA Corps

Print Form

Submit to CPC (Reviewer Use Only)

